

# Plainfield Central Middle School



Student/Parent  
Handbook 2023-2024

**Dear Students, Parents, and Guardians,**

Welcome to Plainfield Central Middle School and the comprehensive educational opportunities that are available to our students. PCMS provides our sixth, seventh and eighth grade students with many exciting and challenging programs and opportunities. This Student/Parent Handbook has been prepared to offer you an overview of our school programs and policies.

Our entire school staff works diligently to provide a supportive school atmosphere responsive to the needs of our students. Teachers provide students with classroom experiences that help prepare them for the many challenges encountered in today's world. This is accomplished through a well-balanced curriculum, instruction tailored to meet the needs of all our students, a wide variety of support personnel and programs, and the high expectation that students will conduct themselves in a responsible manner.

The success of our students is greatly enhanced by the support and cooperation of parents or guardians. Effective communication is instrumental in providing a positive school experience and maintaining a collaborative home/school partnership. We welcome suggestions, questions, or concerns that you might have. The staff and administration are available throughout the school year to help work through any problems.

The middle school years are a crucial developmental period in every child's life. Many of the habits, attitudes and views of themselves that they form during these years will shape who they become as adults. Our goal is to provide every student with a successful and productive middle school experience. This is accomplished through well-defined expectations, communication at all levels, and a willingness to work together.

We are looking forward to a great year and welcome you all to Plainfield Central Middle School.

Sincerely,

David St. Jean, Principal  
Colin Delaney, Vice Principal

## **Plainfield Central Middle School Mission Statement**

Our mission is to inspire life-long learning in a supportive and creative environment for our students. We shall promote excellence in academic and social endeavors, foster open communication and shared responsibility, and encourage each unique child to meet the challenges of the future.

We are a middle school that believes a supportive, team structure is the foundational base for members of our school community. Our work ensures that rigorous standards are in place and are designed to meet the needs of our learners, guiding them to higher levels of achievement. On our educational journey, diversity is welcomed. Presenting students with social and emotional guidance and collaborative team building opportunities fosters a necessary growth of empathy and sympathy for people. These experiences reflect a commitment to strengthening our school community through tolerance and acceptance. Finally, connecting parents/guardians in their child's education is a focus and when effectively established, strengthens the ability for the student's success.

We believe that "We Are Better Together" and our Student Voices Committee (2020) established, in collaboration with members of our faculty, the following document:

### **Plainfield Central Middle School Royals' Expectations and Responsibilities**

- **Welcome diversity of all members of our school community**
- **Respect that teachers must be free to teach**
- **Are expected to make positive choices each and everyday**
- **Are expected to respect the personal property of all school community members Should not be disrespected because of race, sex, religion, culture, body image, financial status, etc. Are encouraged to develop their own self without disrespect or judgment**
- **Have a right to respectfully speak their mind, share their views and opinions, free of fear of verbal or physical disrespect**

### **Non-Discrimination Statement**

Plainfield Public Schools is committed to a policy of equal opportunity/affirmative action for all qualified persons. Plainfield Public Schools does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Plainfield Public Schools does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Plainfield Public School's nondiscrimination policies should be directed to: Scott Sugarman, Title IX Coordinator, District 504 Coordinator: 860-564-6401.

### **Storm Days**

School Cancellation/Delayed Openings If the weather or other conditions require that schools must be closed, families will receive a call from our School Messenger system. Announcements about school closings or delays will also be made on the following stations: (and cable TV.) RADIO TV WINY (1350 AM) WTNH 8 WILI (98.3 FM) WFSB 3 WWLI (105.1 FM) WTIC (1080 AM/96.5 FM) WKSS (95.7 FM) WCTY/WICH (97.7 FM)

### **The School Day**

Students begin the school day at 7:55 AM. Students who do not ride buses should not arrive before 7:55 AM. Once arriving at school, students should not leave for any reason without proper dismissal from the office. Students have a 30-minute lunch in the cafeteria. Dismissal for PCMS students is at 2:35 PM. Should we need to have an early release; PCMS/PMS will be dismissed at 12:10 PM.

### **School Choice Options**

Parents and students are able to explore other educational opportunities that are offered in the school district locally and regionally. These options may include vocational-technical schools, Open Choice and inter-district programs, and vocational agricultural centers. Contact the Guidance Department for further information on these School Choice Options.

### **Accident and Illnesses**

All accidents occurring in the building or on school grounds must be reported to the school nurse. Students who become ill or injured in school should obtain a pass from their teacher and report to the school nurse. If, in the opinion of the nurse, the student is too ill to remain in school, the parents will be notified. The school nurse will make the decision as to whether a student needs to be sent home and the nurse will contact the parent or guardian. Students are not to take it upon themselves to call home because they feel ill. Parents will be asked to provide transportation.

### **Athletics**

Participation in athletics is an important part of our educational programming for all of our students and requires commitment, effort, and self-discipline. Participation also requires a positive attendance/tardy record, performance (grades) and conduct.

The following guidelines have been established for participation:

- Attendance /Tardy: no more than 4/month or 10/year unexcused;
- Grades: students must pass ALL subjects to be eligible. The prior marking period dictates eligibility.
- Conduct: students must exhibit a consistent pattern of positive, acceptable behavior. Issues with any or all of the above categories can result in a student contract in an effort to get the student "back on track." The principal reserves the right to make the final eligibility determination.

***Students attending athletic events:***

Supervision is paramount for those students remaining after school to attend an athletic event (normal dismissal time is 2:35 PM and normal game time is 3:30 PM). Students must make prior arrangements to be supervised by a parent/guardian or staff member until the event begins and while the event takes place. Students may not walk around the building/campus and must be supervised.

**Attendance/Tardiness/Truancy**

Students enrolled in Plainfield Public schools (PPS) are required to attend school on a regular basis. Consistent daily attendance is critical for effective education and is the legal responsibility of the parent/guardian.

Connecticut state law requires parents to ensure that their children between the ages of 5 – 18 attend school regularly. Attempts should always be made to conduct appointments before or after normal school hours. When a parent/guardian makes the decision that their child will need to be absent from school, we ask that the school is contacted between 7:00 AM and 8:20 AM and a written note of excuse is sent in to the main office upon returning to school. Students are required to turn in a written note for a parent/guardian confirming an absence. Students must be present to attend or participate in any extracurricular activity. Absences for vacation purposes are unexcused.

School is in session from 7:55 AM – 2:35 PM. In the event of a 2-hour delay, school will be in session from 9:55 AM – 2:35 PM. A student is considered tardy when arriving at school after 8:10 AM. Students arriving late to school repeatedly may be considered truant and are subject to disciplinary action. At the conclusion of the school year, the school's attendance and tardy information is reported to both the Superintendent and the State Department of Education.

A student is considered truant when four (4) unexcused absences occur in a month or ten (10) unexcused absences occur in a school year. Parents/guardians maintain the responsibility of working together with school personnel to address attendance and tardy concerns. Unexcused absences are subject to disciplinary action.

**Attendance Guidelines – Administrative**

1. Students must be present for four hours on any given full day to be considered present (this includes participation in athletics and other extracurricular activities).
2. Students whose absences fall between 28-44 days (excused or unexcused) must successfully complete the PCMS Summer Recovery Program to be promoted to the next grade.
3. Students absent 45 days or more (excused or unexcused) will not be promoted.
4. Attendance letters are sent out when the student has been absent 10%

## **Bullying**

In accordance with state law, any form of bullying behavior, whether in the classroom, on school property, at a school bus stop or at school sponsored events, is forbidden. Any individual who engages in bullying activity on school property or at a school sponsored activity is subject to disciplinary action.

**Bullying** means any overt or covert act by a student or group of students directed at another student with the intent to ridicule, harass, humiliate, defame, or intimidate while on school grounds, on a school bus, or at a school-sponsored activity which acts are committed more than once against any student during the school year.

**Cyber Bullying** includes but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, defaming or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures, or website postings, including blogs.

Any individual who believes that he or she has been the victim of bullying should report the matter to any school or district staff member. Any school employee, contractor, or volunteer with knowledge or belief of conduct that may constitute bullying, whether by witnessing such an act or receiving student reports of bullying, shall report the alleged acts immediately to an appropriate school or district official designated by this policy. Students may anonymously report acts of bullying to any school or district staff member. Parents or guardians may also file written reports of suspected bullying.

If upon investigation, it is determined that bullying has occurred, appropriate action shall be taken. Such action may include, but is not limited to, warning, suspension, or expulsion. A School Safe Climate Plan, detailing our commitment to alleviate bullying in our school community, is currently being updated in accordance with BOE policy.

## **Cafeteria/ Lunches**

Our breakfast and lunch programs occur in the cafeteria. Rules of cleanliness and expectations of behavior follow our motto: Respect Yourself, Respect Others, Respect Our School Community.

Misconduct in the cafeteria may result in an alternative lunch placement in or out of the cafeteria. Our district participates in the National School Lunch Program which includes a reduced or free lunch for students and is based upon financial need. Please contact Mrs. Linda Schultz at 860- 564-6422, ext. 3303. Routine charging school lunches is discouraged. Alternative lunches are always provided for those students in need.

Lunch may be prepaid by sending a check to Chartwells at our school address. Plainfield Public Schools and Chartwells offer MyPaymentsPlus as a way to make deposits and monitor your student's meal account. This is a no cost plan that allows families to:

- Check your student's current account balance
- Monitor the items your child has been purchasing in the cafeteria
- Create settings to receive email notifications when the account reaches a low balance
- Download the free mobile app for iPhone, iPad, and Android devices.

To create an account, visit [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com). Follow the onscreen directions and register your student using their Student ID number. Student ID numbers can be obtained by contacting MyPaymentsPlus support at 1-877-237-0946.

This year, the costs are as follows:

Breakfast: Free to all students for the 2023-2024 school year

Lunch: \$3.00, \$3.50, \$3.75

Milk \$0.50 per carton

### **Nutritional Guidelines:**

Eating well is essential for the optimal growth and development of children and youth, and has a positive influence on school performance. Students are able to concentrate better, retain and apply information, and have more positive relationships with their peers. The eating patterns of children and youth also impact their future health, and reduce the risk of obesity, chronic diseases and dental concerns. Growing, active children need lots of fluid. Lack of fluid can lead to dehydration, headaches, fatigue and difficulty concentrating. Water bottle filling stations will be available at all meal periods and throughout the school day. Bagged lunches from home should contain at least one item from each of the four food groups.

Reimbursable meals served in PPS meet the USDA school national standards. PPS have adopted Connecticut's Healthy Snack Standards which focus on decreasing fat and sugar, increasing nutrient density, and moderating portion sizes for snack food and beverages in school. The district will use these standards to determine what snacks are available during the school day, including a la carte sales in the cafeteria.

Foods sold during the school day will meet the USDA standards and the Connecticut Healthy Snack Standards.

### **Child Abuse**

All school employees are required by Connecticut state law to report suspected child abuse, neglect, or if the child is in imminent danger of serious harm directly to the Connecticut State Department of Children and Family Services. Specific reporting procedures are reviewed on an annual basis.

Our school believes working together always leads to better results. However, if there is any doubt about whether a report should or should not be made, it will be made. Child abuse is defined as any physical injury inflicted by other than accidental means or injuries that are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect is

also considered child abuse.

### **Cell Phones / Communication Devices**

Cell phones and communication devices may be used both to and from school. Once inside the building, they are to be turned off and secured in lockers. Students are not permitted to access, view, record, display, or redistribute inappropriate images or recordings during the school day. Students are not permitted to take photographs, video and/or audio recordings during the school day.

Students using personal communication devices in violation of the policy will be subject to disciplinary action, including confiscation of those devices. Administration reserves the right to limit and/or disallow the use of cell phones and communication devices during the school day (door to door).

### **Community Involvement**

PCMS will actively involve and accept the community as a valuable asset to the future success of our students by: building community support through the understanding of our mission statement; encouraging positive interaction between school and community in developing the shared vision; eliciting resources, equipment, and volunteer efforts to support the school's endeavors; welcoming the community to utilize the resources and facilities they support; developing a partnership between parents and the school to support lifelong learning process beyond the walls of our school building.

### **Conferences**

Parent/teacher conferences are scheduled periodically throughout the school year. Please refer to the school calendar for specific dates. Parents who are concerned about their child's school performance should contact their child's teacher(s) or counselor to set up an appointment to discuss concerns. Parents, teachers, and students who work together can find solutions to most school problems.

### **Dismissals**

Students being dismissed prior to the end of the school day must inform the office. A written note is required, needs to be signed and should state the reason for early release. Please turn this note in to the main office in the morning.

**NOTE:** Only individuals listed on the Student Registration Form can pick up a student from school. The office staff will not release a child to someone not known to them without picture identification. The program Raptor will check parent identification.

**NOTE:** Parents/Guardians picking up their child at dismissal time are asked to park in the lot next to the cafeteria, walk to the cafeteria door (the cafeteria door will open at 2:35 PM), provide



picture identification, and will need to sign their child out.

**NOTE:** In rare instances, schools may dismiss for emergency purposes. Parents are asked to make sure that their child(ren) knows where to go (i.e., back-up plans) if you are not home when they arrive and that the school has a working phone number that allows us to reach you during emergencies.

### **Dress Code - Dress for Success**

Proper etiquette, social customs and good grooming clearly impact the educational process. It is required that students wear to school or school functions neat, clean, appropriate clothing that meets the standards of the educational environment. Wear clothing that is clean, modest and neat.

- Avoid clothing or accessories that are unsafe, unhealthy, illegal, or disruptive to the educational process. You will be asked to change the clothing or to turn it inside out for the day, and requested not to wear it again. This includes T-shirts or hats that advertise alcohol, drugs, or tobacco products, or which contain inappropriate violent scenes or messages.
- Length of skirts or shorts shall be no shorter than mid-thigh. The rule of measurement will be: When standing with arms relaxed at the student's side, the tips of the fingers cannot extend below the hem of the shorts or skirt.
- Clothing that is fitting for the beach is not appropriate for school. Tops with spaghetti straps are not allowed
- Exposed torsos and low-cut necklines are not acceptable.
- No headgear (hats, headbands, bandanas, hoods) shall be worn in school.
- Outerwear (jackets and coats), book bags, and backpacks are to be kept in your locker.
- Flip-flops, shoes without backs, and any footwear which may present a safety hazard shall not be worn, this includes shoes with high heels or wheels.
- Sleepwear, including pajamas, may not be worn to school. Students who are repeat offenders will be subject to school discipline.

### **Emergency School Evacuations**

Plainfield Public Schools has planned protocols to safely care for your child in the event of an emergency situation in our facility. Should a matter arise that requires evacuation from our school and campus, all students and faculty will be transported (via bus) to Plainfield High School. Please do not interfere with an evacuation as students can be more safely evacuated by our transportation means (i.e., school buses). Students are able to be bused at the appropriate and safe time as deemed by the Superintendent. Families (only when requested) may also pick their child up at PHS.

In the event of an evacuation, communications and notifications will be sent to all families through a variety of means: email, school messenger, social media, etc. We ask that you consider the following guidelines which support our emergency planning.

- Have adult supervision at home to meet your child when they arrive.
- Do not come to pick up your child unless requested.
- Please do not call the school or Superintendent's office as this simply ties up all phone

lines.

- Listen to our messages and please adhere to the instructions that will be shared with you.

### **Field Trips**

Each year classes take a variety of educational field trips. Students are expected to represent their school in the highest manner. Good conduct while at PCMS is necessary for field trip participation. Students may be excluded from field trips due to a poor behavior record, or poor behavior on previous field trips. If teachers and the administration have concerns about a student's behavior on a field trip, a parent may be required to attend the trip for them to go. In addition, behavior expectations found in school are always expected on field trips. Students will be required to have a signed permission slip from home in order to participate in a school field trip. Permission slip deadlines will be established, and if your permission slip is not in on time, you cannot go on the trip. Some field trips require a non-refundable ticket or entry fee that has to be sent in ahead of time. Since ticket prices and transportation fees are based on group rates, some trip monies are absolutely non-refundable and cannot be applied to another field trip. This information would be indicated on the permission slip. Students, who choose not to attend or are ineligible to attend a field trip, will be responsible for completing an alternative assignment related to the trip or activity.

### **Fire Drills/Lockdown Drills**

The purpose of drills is to prepare for saving lives in the event of an emergency. Fire drills are a serious matter and will be held regularly. Exiting the building quickly demands immediate cooperation on the part of everyone at all times. Students and staff should leave the building quickly and quietly, walking in a single file line without running. Follow the fire evacuation instructions posted in the classroom. Always keep in mind the safety of other students and staff. Lockdown drills will be practiced regularly with specific directions given for each area.

### **Food at School**

Concerns for food allergies have consistently grown in recent years and it is for that reason that we ask, in the interest of everyone's safety, that food not be sent in for distribution. We need to stress and discourage the sharing of food with students.

### **Guidance**

Guidance counselors support each student, working to assist them to achieve their highest growth: emotionally, mentally, and socially. This is accomplished through helping new students feel welcome, holding individual or group conferences, providing programming to help students learn about careers, life in general and their interests.

### **Health and Wellness**

Plainfield Public School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

We are dedicated to promoting health and wellness for all students. We encourage students to be physically active learners every day. We stress the importance of daily exercise and developing healthy eating habits. We strive to model good nutritional habits. Healthy food choices are available in our cafeteria. We encourage everyone to think in terms of alternatives to foods high in fats and sugars. We encourage healthy snacks for students daily. Teachers are also encouraged to incorporate some physical exercise into lessons, such as walking field trips in which students go up and down steps or around the school grounds. Healthy food for celebrations is expected.

### **Homework**

The following guidelines have been established for the assignment of homework in the Plainfield Public School

- Grades K-2: 10 – 20 minutes each school night.
- Grades 3- 6: 30 – 60 minutes each school night.
- Grades 7-12 Time frames will vary from class to class and could include long-term assignments, projects, oral reports, presentations with prior assigned deadlines, etc.

### **Honor Roll**

#### **High Honors / Honors**

All honor achievements reflect performance in all classes (with no incompletes) and are delineated as follows:

High Honors: A- or above average with no grade lower than an A

Honors: A- average with no grade lower than a B

### **Individual Integrity**

PCMS is committed to developing positive characteristics that allow each of us to reach our full potential. Students and staff will foster this atmosphere by:

Caring about self and others; having mutual respect; developing trust; taking personal responsibility; valuing truth in self and work; fostering self-confidence; working cooperatively; developing the ability to persevere; setting and striving toward goals; accepting differences in a diverse culture.

### **Internet Use**

In nearly every classroom, computers / chrome books are provided for students and are in use to afford the provided educational opportunities to be enhanced. Prior to allowed access, it is a requirement for students and their parents/guardians to sign a permission contract provided by PPS with the understanding that internet use at school is a privilege which can be granted or rescinded.

#### **Expectations:**

- Respect and care for the Chromebook
- Leave case on to protect it
- Chromebook should remain in school
- Plug in at the end of every day
- Decorations are not allowed which includes writing, carving, stickers, stamps, etc.

- Visit only school approved sites-PCMS monitors each visit
- Bring Chromebook everywhere except lunch

### **Late Bus Transportation**

Late buses run on Tuesdays and Thursdays, departing our school at approximately 3:50 PM. Late bus transportation forms must be filled out and signed by parents/guardians. PPS uses cluster stops for drop off locations and a listing of these are available on our website.

### **Lockers**

Students are assigned a locker with a built-in locker combination and should not share their personal combination. Personal locks are not allowed (except in rare instances and must be approved by the principal) and lockers should be kept neat and clean. Sharing lockers is not permitted and are subject to search should there be reasonable cause that they may contain items prohibited on school grounds.

### **Lost and Found**

Articles that are found and turned into the main office shall be placed in the lost and found section of the school cafeteria. From time to time, unclaimed articles are donated.

### **Library**

Students are invited to check out books from the library. Students are responsible for any material they sign out. Materials must be returned to the library circulation desk by the due date issued. Students must pay for any materials they lose or damage.

### **Mandated Reporting**

Connecticut law mandates professionals who work regularly with children to report suspected child abuse and neglect. These “mandated reporters” include school teachers, administrators, social workers, psychologists, nurses and paraprofessionals. Mandated reporters must make an oral report to DCF or a law enforcement agency within 12 hours of suspicion, and must submit a written report within 48 hours.

### **Missing Work / Make -Up Assignments**

It is the responsibility of each student to make this request with each individual teacher. At times, it is necessary to request work prior to absences from our teachers. Please do this at least three days prior to known, upcoming absences. This may be accomplished through a note, an email, or a phone call.

### **Nurse**

The State of Connecticut and the Plainfield Board of Education have established health related policies and regulations for the health and safety of all children who attend school. Before a child enters the seventh grade, s/he must have proof of a current physical and appropriate vaccinations. Grade 8 students must have required vaccinations. All requirements are available

through our school nurse ([desimoneh@plainfieldschools.org](mailto:desimoneh@plainfieldschools.org)) and are posted on our website. If, in the opinion of the nurse, a student is too ill to remain in school, the parent/guardian will be notified. The school nurse will make the decision as to whether a student needs to be sent home. All accidents occurring in the building, on school grounds, or in connection with a school-rated event/activity, must be reported to the school nurse. The parent/guardian will be contacted directly by the school nurse. Connecticut State Law and Regulations require a physician's or dentist's written order as well as parent/guardian authorization for the nurse to administer medications. This includes the administration of aspirin, ibuprofen or aspirin substitutes containing Acetaminophen. Authorization forms are available at the school and some medical offices. It is recommended that medication use be reviewed annually and must be delivered to the school nurse by a responsible adult, in a pharmacy prepared container and labeled with the name of the child.

### **Head Lice Policy (Pediculosis)**

The principal or school nurse will notify the parent/guardian by telephone or other available means if their child is found to have head lice. Verbal and written instruction for treatment will be given to the family of each identified student. Based upon the school nurse's recommendation, other children who were most likely to have had direct head-to-head contact with the assessed child may be screened for head lice. The principal, in consultation with the Superintendent or Superintendent Designee, may send more targeted information to families of students when a specific classroom has a high incidence of pediculosis. All team members will act to ensure that student confidentiality is maintained in order to avoid embarrassment. See Policy #5141.221

### **PTO**

PCMS welcomes involvement and participation in planning school events that are designed to benefit all students. Meeting dates and times will be announced.

### **Perfect Attendance**

Recognition for perfect attendance will occur when a student has missed no days of school and has come to school every day on time. (**excused** tardies/early dismissals will allow the student to still be eligible.) A student with **unexcused** tardies/early dismissals, will not be considered to have achieved perfect attendance.

### **Perfume, Cologne, Sprays, and Deodorant**

There are students in school with a variety of allergies and some who experience a severe reaction to perfume, sprays, etc. Students are not allowed to have any spray bottles in school or on the bus. We ask these be used at home before coming to school. Students who possess or use these sprays at school or on the bus will receive discipline for risk of injury. For everyone's health and safety, please leave these at home.

### **Personal Property**

Students assume responsibility for their own personal property. Whenever bringing an article of value from your home to school take the types of precautions that you would to keep your property safe and secure anywhere. Report missing items to a staff member or an administrator as soon as you become aware that it is missing. Many times, personal items can be recovered if

we become aware of the loss in a timely manner.

### **Progress Reports**

Students experience an even higher degree of success when there is communication between school and home. Progress reports will be available midway through each marking period.

### **Promotion and Retention Policy**

It is the policy of Plainfield Central Middle School to promote those students who have made satisfactory progress both academically and developmentally. A student may be considered for retention if failure has occurred in the year end average for more than one subject. Parents should feel free to contact the school counselor or teacher with any concerns regarding academic performance. The principal has the final authority regarding the promotion/retention of any student.

### **Report Cards / Progress Reports / Grading System**

Report cards and progress reports are made available on Aspen at the middle and end of each marking period. Families may request paper copies through the guidance office. Grading Scales:

A+ 98-100 A 93-97 A- 90-92  
B+ 87-89 B 83-86 B- 80-82  
C+ 77-79 C 73-76 C- 70-72  
D 65-69 F Less than 65

### **School Climate**

Our site-based school climate committee has developed a vision through the collaborative efforts of students, faculty, and parents. Our vision is primarily based upon the resulting work of "student voices" and that document can be found on our website. These on-going efforts reflect a commitment to providing a working structure with respect to addressing issues of equity, tolerance, and acceptance.

### **Student Records**

Student records are confidential and are protected by law from unauthorized inspection or use. The record is cumulative and moves with the student from school to school. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18, or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. Records may be accessed by parents (whose rights have not been legally terminated), school officials, or agents/facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants. Records may be reviewed during regular school hours upon completion of the written request form. The principal or her/his designee will respond to reasonable requests for explanation and

interpretation of the records. Copies of student records are available with a 24-hour notice and payment of a copying fee. It is vital that the school has up-to-date information at all times.

Parents should notify the school as early as possible regarding a change of address, telephone number, change of custody, etc. Pertinent health information should also be conveyed to the school nurse. Keeping our records up-to-date is important for the safety of the student.

### **Study Habits**

You are expected to give your best effort every day in school. Being a successful learner involves self-discipline and organization. Since good study habits are extremely important, your teachers will be teaching lessons about study skills. Here are some hints that will help you to do well.

- Talk over with your parents the best time for you to study and do your homework.
- Have your agenda with you at all times in school. Make sure it goes home with you at the end of each day. Your teacher may ask your parents to sign your agenda.
- Be sure you understand what your assignment is and write it in your agenda. If you don't understand it, ask your teacher.
- Before leaving school, ask yourself what you need to take home with you, and then, take it home.
- When studying, find a place where it is easy to think, a quiet place, and one that is well lit.
- When planning to study, plan your time and set goals for yourself.
- Have all the necessary materials when you begin. Before beginning, ask yourself, "Do I need a pen?...more paper? Etc."
- Plan to study for the amount of time you can sit still. Take a break, and then start again.
- Study in an area where you will not be interrupted.

### **Student Agendas**

Agendas are an integral part of a student's life at PCMS School. The agenda is the student planner for homework and long-term assignments, serves as a student's hall pass, and is an important tool in home/school communication. Each student is issued an agenda at the beginning of the year and is required to carry it to all classes. The agenda is school property and must be kept in good condition throughout the year. If the agenda is lost or rendered unusable, students will be issued a new one, and will be charged a replacement fee of \$5.00.

### **School Property**

It is each student's responsibility to respect and take care of all school property. This includes chromebooks, textbooks, lockers, furniture, and other school equipment. If you should accidentally damage school property or witness its destruction, report it to an adult immediately.

### **School Safety**

All outside doors remain locked throughout the school day. Visitors who wish to enter the building must come through the Main Office entrance only. In accordance with safety laws and school policy, Fire/Lock-Down Drills are practiced periodically.

### **Skateboards**

Students are not allowed to bring or ride skateboards to school. Skateboards may not be brought onto school buses.

### **Tardy Policy**

School begins at 7:55 AM. Students not reporting to class by 8:20 will be reported as tardy. It is important that students arrive at school on time every day that school is in session. Arriving late to school is a serious concern. By arriving late, students miss important classroom instruction, morning announcements and the pledge. We realize that there are legitimate reasons for students arriving late to school, such as medical appointments or other family matters that need to be addressed. If this is the case, please call the office, so we can note the reason, and mark the tardy excused. Student tardiness will be monitored by guidance and those in violation of the Tardy Policy will be referred to the administration. Students who arrive late because of reasons similar to those in our Attendance Policy for excused absences will receive an excused tardy. All other late arrivals will be listed as tardy. Students arriving late to school repeatedly may be considered truant and are subject to disciplinary action.

### **Visitors**

All visitors are asked to ring the buzzer on the exterior of the building's main entrance and must have identification on them. Although most meetings are held in the conference room in the main foyer, visitors must sign in, present identification, and obtain a visitor's pass. All identification will be checked through Raptor.

Students are not allowed to bring guests and/or students from other schools to PCMS.

### **Walker / Riding Bicycles**

Students choosing to walk or ride their bikes to school must have a signed permission note from their parent/guardian on file in the main office. Walkers and bike riders will be released after the buses have left the campus. Helmets are a must for bike riders. Please note that PPS accepts no responsibility for the loss or damage to any bicycle.

### **Code of Conduct**

The purpose of the disciplinary rules at PCMS is to establish a safe learning environment through mutual respect for the students, the staff and the school. School is a place where many students come together to learn and to grow. It is a place to learn how to make good choices. Learning occurs everywhere and at all times. At PCMS, learning happens best when students and teachers are free from distractions and maintain an orderly school environment. All students are expected to follow the rules listed below. These rules apply to any school activity or function.

### **Fundamental School Rules/Expectations**

1. Everyone will show respect for the school – its people, its property, and its purpose so that the learning environment is not jeopardized. Speak kindly and respectfully to everyone.
2. Students will follow directions the first time they are given by an adult.



3. Profanity and obscene gestures are not permitted.
4. Students shall behave appropriately in the hallways, walking quietly and to the right, and moving directly to assigned areas. Signed passes are required except when passing between classes.
5. Students shall not run, fight, push or 'play' fight, threaten others or display disrespect toward another individual's ethnic/racial/sexual identity, etc.
6. Students shall arrive to class on time, be prepared with all necessary materials and homework, and be willing to contribute.
7. Unauthorized use of electronic devices is not allowed
8. Caffeinated beverages/energy drinks are not allowed at school.
9. Students will refrain from the use of threats, smoking/vaping, bringing pets to school is not allowed.
10. Bullying/harassing anyone will not be tolerated.

**Parents:** Parents are expected to work together with school authorities regarding student behavior.

**Students:** Students should adhere to the standards of proper and acceptable conduct; students should comply with the behavioral expectations set forth by our school community

#### **Student Conduct – Extracurricular Activities**

Field trips, athletics, extra-curricular activities, etc. are all considered to be part of our school's programming. There are times, however, when safety concerns may require the cooperation and supervision of a parent/guardian.

#### **Classroom Behavior/Expectations**

Students are expected to come to each class prepared with all necessary materials, including completed homework assignments. Student agendas will be used in all classes as a means of recording homework, tests, quizzes, and other assignments, as well as communicating with parents. Students will refrain from disrupting others, including the respect of personal space and property, as they strive to work to their potential. Students are also encouraged to have a positive attitude while in class, which includes listening, actively participating, and helping others when appropriate.

In the classroom, students show respect and responsibility by:

- Keeping their area neat and clean
- Keeping their hands, feet, and objects to themselves
- Using kind words
- Listening when others are speaking
- Keeping their agenda updated
- Completing all assignments
- Turning in completed work
- Being prepared for class
- Participating in lessons
- Using their best effort

### **Hallway Behavior**

Students need to show safe, responsible, respectful behavior in the hallways at all times. The expectations for appropriate hallway behavior are:

- Keep hands, feet, and objects to yourself... carry a signed agenda
- Walk on the right for safety (keep the middle of hallway open)
- Walk on the right side of the stairs for safety
- With permission, go directly to your assigned destination
- Be mindful of volume, respect classes in attendance
- Show respect to everyone

### **Lunchroom Behavior**

Students can show respect in the lunchroom by:

- Walk into the lunchroom
- Find a table
- Wait patiently for permission to get into the lunch line
- Use conversational voices- volume 1
- Practice respectful table manners
- Smile and be kind and respectful to the café staff
- Keep area clean and neat
- Be courteous and speak kindly
- Once seated, remain seated
- Discard trash when your table is called
- Wait to be dismissed by an adult

### **Bathroom Behavior**

- Report to a class then ask permission to use bathroom
- Fill out your agenda with time out and get your teacher to sign
- Sign the classroom daily sign out sheet
- Leave writing utensils in the classroom
- Respect the bathroom keeping it clean and neat
- Flush the toilet
- Wash your hands
- Discard paper towel in trash
- Use the bathroom quickly and quietly
- Respect the privacy of others
- Report any concerns to an adult

### **Bus Code of Conduct**

Everyone has the right to safe transportation to and from school each day and the safety of our students is our first concern. Each bus will have students from grades 4 - 8 on it, and buses may

be at their maximum capacity of passengers. It is imperative that we maintain safe and orderly behavior on the bus; therefore, the rules stated in this code of conduct will be strictly enforced. In addition to the rules stated in the Bus Code of Conduct, please keep in mind that all school rules apply at the bus stop and on the bus. The bus driver is in charge of all student passengers and is responsible for the enforcement of all rules concerning bus discipline. The following rules apply to all students riding buses. Any violations of these rules will result in disciplinary action and parents will be notified.

### **Safety Rules**

- Always walk; never run, to the bus stop.
- Always go to the bus stop about ten minutes before the bus is scheduled to arrive. Keep your hands, feet and objects to yourself at all times.
- Wait at the bus stop in a safe place on the shoulder of the road or sidewalk.
- Never speak to strangers or get into a car with a stranger. Always go straight to an adult and tell them if someone tries to talk to you or pick you up.
- Wait for the bus to arrive, watch for red flashing lights and the stop sign to be extended. Cross only when the driver signals you. Look left, right and left again before crossing.

### **Bus Expectations**

- Walk to, from, and onto the bus
- Follow driver's directions time
- Sit in your assigned seat
- Remain seated throughout the bus ride
- Speak kindly
- Refrain from eating or drinking on the bus
- Use appropriate school language
- Use conversational voices
- Keep hands, feet, and objects to yourself
- Remain silent at the RR crossing
- Exit bus only at your assigned bus stop

### **Classroom Teacher Discipline**

Teachers will manage behavior and implement appropriate disciplinary consequences for classroom offenses. General classroom rules with their consequences will be prominently posted in each classroom and discussed with students. When a teacher or other adult in the classroom feels that a student's behavior is detracting from student learning, they will first provide students with a verbal. Students will be reminded of appropriate behavior, and warned of future consequences. A second violation will result in a parent contact, possibly requesting a meeting to discuss student behavior. Teachers may also decide to assign a disciplinary consequence that they deem appropriate, such as an after school, or lunch detention. The following are some possible teacher actions:

- verbal warning /conference with student
- note to parent/guardian/phone call to parent
- meeting with parent/guardian
- restricted activity (loss of classroom reward)

- community service
- after school detention
- school counselor referral

It shall be the teacher's discretion that determines which of the actions will be appropriate for disruptive student infractions in the classroom. For all of the above circumstances, when a teacher has reasonably exhausted all of the possible actions (as noted) a meeting shall take place with the teacher, counselor, and administrator (Child Study Team), whereby the student's prior discipline problems and assigned consequences will be reviewed. When required, the administrator or teacher will initiate a parent conference to consider administrative disciplinary action of the student involved.

Behavioral Consequences May Include:

**Minor Behavioral Report:** This is given to students who exhibit a behavior that breaks our school rules.

**Major Referral Report:** A major referral is given as a teaching tool to help the student understand why/how their behavior does not meet our expectations. Major referrals will be given for inappropriate behavior directed toward an adult or student, including, but not limited to the following:

abusive language, bullying, inappropriate language, profanity, disrespect, noncompliance, fighting, physical aggression, theft, forgery, lying, cheating, harassment, and safety code violations.

Repeated offenses will require a parent/guardian meeting to devise a plan to address concerns. Interventions may include:

**Lunch Detention:** During these detentions students are expected to eat their lunch quietly and reflect on their behavior.

**After School Detention:** After school detentions occur in the office or by another staff member (2:40 p.m. – 3:40 p.m.). Parents are notified by the person assigning the detention.

**In-School Suspension (ISS):** A student is assigned to an area in the school that is isolated from other students and is under the supervision of a member of the staff. The students' teacher provides assignments, and the administration may include a disciplinary assignment. If the student's behavior is inappropriate or unacceptable while serving an in-school suspension, then the student may be assigned an out-of-school suspension. All school rules apply and students must conduct themselves accordingly.

**Out-of-School Suspension (OSS):** A student is excluded from school for a period of time up to and including ten (10) school days. The student will be isolated immediately from the rest of the students. Parents will be called to the school to take their child home as soon as possible. The student is restricted from any and all school activities during the suspension period and is not allowed on school grounds unless permission is granted by administration.

### **Student Discipline Policy**

Students are expected to conduct themselves as respectful and responsible citizens at all times. Students are expected to follow the rules stated in the Student Handbook and not to disrupt the educational process. Student conduct which will lead to disciplinary action includes, but is not limited to, the following:

- Any action prohibited by any Federal or State law which would indicate that the student presents a danger to any person in the school community or to school property
- Aggression (intentionally pushing/hitting another student)

**For any suspension out of school,** the parent **must** escort the student back to school upon his/her return

**Reprimand & Warning:** A discussion with the teacher or other staff member about the infraction and a review of the CODE OF CONDUCT.

**Processing:** Students are sent by teachers to predetermined classrooms to process their behavior. Students will fill out a reflection sheet before being allowed back to class. **After School Detention:** Assigned to an after-school detention in a setting supervised by a teacher or other staff member (2:40 p.m. – 3:40 p.m.). Parents are notified by the person assigning the detention.

**Lunch Detention:** These detentions are assigned by teachers and are served during lunch. They may bring their lunch or purchase a bagged lunch.

### **In-School Suspension (ISS):**

A student is assigned to an area in the school that is isolated from other students and is under the supervision of a member of the staff. The students' teacher provides assignments, and the administration may include a disciplinary assignment. If the student's behavior is inappropriate or unacceptable while serving an in-school suspension, then the student may be assigned an

out-of-school suspension. All school rules apply and students must conduct themselves accordingly.

**Out-of-School Suspension (OSS):** A student is excluded from school for a period of time up to and including ten (10) school days. The student will be isolated immediately from the rest of the students. Parents will be called to the school to take their child home as soon as possible. The student is restricted from any and all school activities during the suspension period and is not allowed on school grounds unless permission is granted by administration. For any suspension out of school, the parent must escort the student back to school upon his/her return.

### **Bus consequences:**

Students shall receive a verbal warning from the bus driver.

1. A second violation will result in an office referral and a meeting with the student and administration. A discussion with students and verbal warning may be issued. In violations concerning safety

issues, disciplinary action such as suspension, from the bus, for up to 10 days may result, immediately. Parents will be notified.

2. A third violation will result in suspension from transportation.
3. Students throwing any items out the windows, or spitting out the windows will receive a 10-day bus suspension.

**1<sup>st</sup> Suspension:** 3-day bus suspension

**2<sup>nd</sup> Suspension:** 5-day bus suspension

**3<sup>rd</sup> and subsequent suspensions:** 10-day suspension

Repeated misbehavior can result in loss of transportation privileges for up to one school year.

**Parent Contact:** We will try to contact parents at home, however if we cannot, parents will be called at work to inform them of detentions and suspensions. In most cases we will expect students to serve detentions on the same day as the misbehavior. A follow-up letter will be sent to parents/guardians informing them of their child's conduct and resulting school action.

### **Community Service**

There are times and circumstances when we will offer school-based community service as an alternative to suspensions. Our ability and willingness to offer this alternative is usually dependent upon our capacity to offer a supervised activity, and the student's motivation to use the opportunity as a learning experience for changing behavior.

The administration may shorten or waive the suspension period of a student who is suspended for the first time and who has never been expelled if the student successfully completes a program and any other conditions specified by the administration. Any such program shall be at no expense to the students or his parents/guardians. For a student whose suspension period is shortened or waived, the notice of the disciplinary action must be expunged from the cumulative education record if the student graduates from high school or, if the administration chooses, at the time the student completes the specified program and any other conditions required by the administration, whichever is earlier.

### **BOE Policy 5012**

For any suspension out of school, a parent/guardian must contact the school upon the student's return.

During periods of suspension, students are not eligible to participate in or attend any school activity.

Students disciplined for possession, consumption, under the influence, or distribution of alcohol and/or drugs will be referred to the Child Study Team.

Counselor intervention will occur when applicable.

Peer mediation is available for some student-to-student issues so that they can be resolved at the lowest level.

### **Due Process**

All students have the right to a hearing with an administrator where reasons for suspensions will be presented and where the student may explain his/her actions. The school administration will comply with the requirements of due process under state law. These requirements vary

depending on the discipline imposed. However, school administrators may immediately remove the student from school when, in their judgment, the student's behavior presents a real present danger to the health and safety of the student, others, or the fundamental good order of the school. Administrative Discretion: While exceptions to this policy are rare, the administration reserves the right to make judgments that are in the best interest of all individuals involved. The discretion of the administration shall supersede penalties listed in the Discipline Code. It is understood that discretion means that when, in the opinion of the administration, circumstances surrounding a violation are of such a nature as to be gross misconduct or extremely serious or dangerous actions, the administration reserves the right to determine a consequence more serious than stated in the code. It is also understood that the circumstances may not be considered serious enough to warrant a penalty stated in the code.

In ANY circumstance not covered by the written rule, the detention and suspension policy is left to the discretion of the administration. Any student consistently disregarding school rules and having incurred a number of suspensions (3 or more OSS or ISS) may be suspended from school for up to 10 days for subsequent occurrences.

Notes:

- Consequences after the third violation in any category are at the administrator's discretion. 2. During periods of suspension, students are not eligible to participate in, or attend any school activity.
- Students disciplined for possession, consumption, under the influence, or distribution of alcohol and/or drugs will be referred to CST.
- Counselor intervention will occur when applicable.
- Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or violates a publicized policy of the Board.
- Students may be disciplined for conduct off school grounds if such conduct is seriously disruptive of the educational process and violates a publicized policy of the Board. In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to, the following factors: ●
  - whether the incident occurred within close proximity of a school;
  - whether other students from the school were involved or whether there was any gang involvement;
  - whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined below, and whether any injuries occurred; and
  - whether the conduct involved the use of alcohol and/or illegal drugs.

### **Serious Offensives**

These acts are clearly criminal and are so serious that they require administrative action which may result in the immediate removal of the student from school for up to 10 days, the intervention of law enforcement authorities, and when appropriate, an expulsion hearing. 1. Possession of weapons or dangerous instruments: including but not limited to pistol, revolver, rifle, shotgun, air gun, spring gun, paintball gun, slingshot, bludgeon, artificial knuckles, knife,

chemical weapon, explosive devices, any device having a sharp point or edge, such as an ice pick, razor, or any other similarly dangerous instrument capable of inflicting harm (BOE Policy JFCI). **School policy shall also include facsimiles of the above items.** 2. Possession or distribution of alcohol and/or drugs, including their facsimiles; consumption or being under the influence of alcohol and/or drugs (BOE Policy JFCH)

3. Vandalism (major) (BOE Policy JGD)

4. Theft (major) (BOE Policy JGD)

5. Arson, false alarm report, bomb threat (BOE Policy JGD)

6. Physical assault to a school employee or another student. (BOE Policy JGD) 7. Major disruption of the school (BOE Policy JGD) In ANY circumstances not covered by the written rule, the detention and suspension policy is left to the discretion of the principal or his/her designee. Students may be disciplined for conduct off school grounds if such conduct is seriously disruptive of the educational process and violates a publicized policy of the Board. In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to, the following factors: • whether the incident occurred within close proximity of a school • whether other students from the school were involved or whether there was any gang involvement • whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined below, and whether any injuries occurred • whether the conduct involved the use of alcohol and/or illegal drugs.

**Bullying:** Disciplinary consequences will be sufficiently severe to deter violations, which is at the administrator's discretion. See Bullying policy. (5131.3)

**Sexual Harassment** – Policy 5145.31 (Summary) Any form of sex discrimination or sexual harassment is prohibited, whether by student, Board employees or third parties subject to the control of the Board. In a school setting, sexual harassment is conduct that 1) is sexual in nature;

2) is unwelcome; and

3) denies or limits a student's ability to participate in or benefit from a school's educational program. Sexual harassment can be verbal, nonverbal or physical. Sexual harassment creates a hostile environment if the conduct is sufficiently severe or pervasive such that it interferes with or limits a student's ability to participate in or benefit from the school's program. See policy for examples of sexual harassment.

In ANY circumstances not covered by the written rule, the detention and suspension policy is left to the discretion of the principal or his/her designee.

### **Weapons and Dangerous Instruments - Policy 5020**

The Plainfield Board of Education recognizes that possession and/or use of a weapon or dangerous instrument by a student is detrimental to the welfare and safety of the students and the staff within the school district. Possession and/or use of any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school sponsored or approved activity is prohibited. For purposes of this policy, "weapon" and "dangerous instrument" include, but are not limited to any: pistol, revolver, rifle, shotgun, air gun, spring gun, slingshot, bludgeon, artificial knuckles, knife, chemical weapon, explosive device, "stun" gun, or other electric shock producing device, any device having a sharp point or edge, such as an ice pick or razor, and any other similarly dangerous instrument capable of



inflicting injury. Possession of an instrument that might otherwise be considered a “dangerous instrument” such as a baseball bat, tool or laboratory device, is permitted if such instrument is in a student’s possession because, and to the extent that, such instrument is necessary for the student to participate in an approved school program, extracurricular activity, science fair or other similar event. Whenever a school administrator has a reasonable suspicion that a student is in possession of a weapon or dangerous instrument, such administrator is authorized to conduct an unannounced inspection of such student’s locker, desk, vehicle parked on school property, the pockets of the student’s clothing, and/or any purse, gym bag or other receptacle belonging to or under the control of the student. Any search by an administrator must be reasonably related to the objectives of the search, and must not be excessively intrusive in light of the age and sex of the student. A student found to have in his/her possession any weapon or dangerous instrument will have that item confiscated, and will be subjected to school discipline, which may result in suspension and/or expulsion. In any case in which there is a possible violation of a criminal law that relates to the possession and/or use of a weapon or dangerous instrument, the school administration will work cooperatively with police, prosecutors and other law enforcement authorities. Students and staff will be provided with a written copy of this policy annually. Any teacher, employee, student, parent, school volunteer, or other member of the school community who reasonably believes that a student is in violation of this policy, should refer the matter to the building administrator or other appropriate administrator in charge.

### **Bullying/Cyberbullying – Policy 5131 (Summary)**

In accordance with state law, any form of bullying behavior, whether in the classroom, on school property, or at school sponsored events, is forbidden. Bullying activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. Any individual who engages in bullying activity on school property or at a school sponsored activity is subject to discipline.

Bullying is any overt act by a student or group of students directed against another student with the intent to ridicule, harass, humiliate, defame, or intimidate while on school grounds or at a school-sponsored activity. These acts are repeated over time and may be directed at the same student or additional students.

“Cyber bullying” includes but is not limited to the following misuses of technology: harassing, teasing, intimidating, defaming or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs.

Any person who believes he or she has been the victim of bullying should report the matter to any teacher or member of the school district administration.

Any school employee, contractor or volunteer with knowledge or belief of conduct that may constitute bullying, whether by witnessing such an act or by receiving student reports of bullying, shall report the alleged acts immediately to an appropriate school district official designated by this policy. Students may anonymously report acts of bullying to teachers and school administrators.

Parents or guardians of students may also file written reports of suspected bullying. If upon investigation, it is determined that bullying has occurred, appropriate action shall be taken.

Such action may include, but is not limited to, warning, suspension, or expulsion. Disciplinary consequences will be sufficiently severe to deter further violations.

### **Alcohol and Drug Use Policy**

The use, possession and/or sale of alcoholic beverages and drugs are forbidden on all school property. This prohibition applies to all students participating in all officially sanctioned school activities wherever they are conducted. This prohibition includes transportation to and from such activities on school buses and/or other officially sanctioned transportation vehicles. Discipline up to and including expulsion may be applied for violation of the above at the discretion of the Board of Education. Recognizing that drug use and abuse may be indicative of serious underlying problems, every effort will be made to offer a student help and assistance, including early identification, referral for treatment, and after care support. Disciplinary procedures will be administered with the best interest of the student, school population, and community in mind. The Plainfield Public Schools staff, in cooperation with local law enforcement officials, will work collectively in an effort to help students understand the serious legal, social and medical consequences associated with alcohol and drug abuse.

### **Search and Seizure – Policy 5145.12 (Summary)**

School administrators, and/or law enforcement officials authorized by principals, may search students, student lockers and other school property if there are “reasonable” grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Student searches shall be limited to the search of purses, knapsacks, book bags, and the like; outer coats and jackets; footwear; belts; pockets; hair; and hats. If the search must exceed this scope, legal authorities will be contacted to conduct the search.